



## KNIGHTDALE TOWN COUNCIL MINUTES

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950 Steeple Square Court, Knightdale, North Carolina 27545

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**March 16, 2016**

The Knightdale Town Council met at 7:00 p.m. at Knightdale Town Hall, 950 Steeple Square Court, Knightdale, North Carolina.

**PRESENT:** Mayor James Roberson, Mayor Pro Tem Mike Chalk, Councilors Pete Mangum, Mark Swan, and Randy Young.

**ABSENT:** Councilor Dustin Tripp.

**Staff Members Present:** Clyde Holt, Town Attorney; Suzanne Yeatts, Administrative Services Director; Whitney Ledford, Town Clerk; Keith Archambault, IT Administrator; Brian Bowman, Communications Director; Lawrence Capps, Police Chief; Tina Cheek, Parks, Recreation, and Cultural Programs Director; Chris Hills, Development Services Director; Jennifer Currin, Senior Planner Current; Tim Guffey, Fire Chief; Tracy Solomon, Police Captain; Jay Chalk, Athletic Program Supervisor; Candler Thornton, Fire Fighter; Chris Miller, Fire Lieutenant; Megan Thornton, Recreation Program Supervisor; Ronald Fullerton, Police Sergeant; Ricky Todd, Police Officer; Justin Guthrie, Police Sergeant.

Meeting called to order by Mayor Roberson at 7:00 p.m.

### WELCOME

Welcome by Mayor Roberson.

### INVOCATION

Invocation by Councilor Young.

### ITEM I. ADOPTION OF AGENDA

**...Motion by Councilor Swan to adopt the agenda. Motion seconded by Councilor Young and carried unanimously.**

### ITEM II. APPROVAL OF MINUTES

None at this time.

## ITEM III. PRESENTATIONS, RECOGNITIONS, AWARDS

## A. PlayPrints at Knightdale Station Park

Parks, Recreation, and Cultural Programs Director Tina Cheek briefed Council on the PlayPrints artwork at Knightdale Station Park. Ms. Cheek shared that the art was provided via a grant from the North Carolina Recreation and Park Association. Its designs include nature inspired hopscotch, words that encourage exercise, and other fun pathways to encourage healthy activity and interactive play.

## B. Years of Service Awards for Employees

Mayor Roberson presented Years of Service Awards to employees who reached employment milestones during 2015.

## C. Recognition of Board Members

Mayor Roberson recognized outgoing board members for the Parks and Recreation Advisory Board, Old Town Advisory Committee, and Land Use Review Board.

## D. Wake County Transit Plan

Director of Wake County Planning, Development, and Inspections Tim Maloney presented the most recent Wake County Transit Plan and answered questions from Council.

## ITEM IV. PUBLIC

**Anyone may speak on an issue not included on tonight's agenda. If you anticipate speaking during tonight's meeting, please print your name and address on the form at the entry table. You must speak from the podium to assure accurate record. Before speaking, please state your name and address.**

## A. Open to the Public

Lee Worsley, Executive Director of Triangle J Council of Governments, introduced himself and provided information about the Council of Governments.

Karen Rindge with Wakeup Wake County, located in Raleigh, expressed her support for the new Wake County Transit Plan as well as her company's commitment to educate the community about these developing transportation opportunities.

## B. Report on Citizen Inquiries

Nothing at this time.

## ITEM V. CONSENT AGENDA

## A. Budget Amendment 2016 07

**...Adopt Budget Amendment 2016 07.**

## B. Updated Finance Committee Schedule

**...Adopt revised 2016 Finance Committee Meeting Schedule.**

- C. KCOC Annual Awards Recognition and Reception  
RES #16-03-16-001  
**...Adopt Resolution #16-03-16-001.**

- D. Fire Grant Application Approval  
**...Approve the Fire Department's request to apply for the FEMA SAFER grant.**

**...Motion by Councilor Mangum to approve the Consent Agenda.  
Motion seconded by Mayor Pro Tem Chalk and carried unanimously.**

- ITEM VI. LAND USE REVIEW BOARD REPORTS  
None at this time.

- ITEM VII. ACTIONS REQUIRING PUBLIC HEARINGS  
If you anticipate speaking during a public hearing at tonight's meeting, please print your name and address on the form at the entry table. You must speak from the podium to assure accurate record of testimony. Large groups are asked to designate a spokesperson. If the Mayor announces that the hearing is a quasi-judicial public hearing, all speakers must be administered an oath by the Town Attorney.  
None at this time.

- ITEM VIII. SET PUBLIC HEARINGS  
None at this time.

- ITEM IX. TOWN ATTORNEY  
Nothing at this time.

- ITEM X. OLD BUSINESS
  - A. Wayfinding Signage  
Communications Director Brian Bowman presented an update on the proposed wayfinding signs including their purpose, final designs, and proposed locations. Mr. Bowman explained that there is a portion of the 2016 fiscal year budget that was originally encumbered for the Duke Energy street light initiative that would be better served to fund the implementation of all seventeen wayfinding signs around Knightdale. The requested amount would be approximately \$106,000. Mr. Bowman answered questions from Council.

Development Services Director Chris Hills further explained that Duke Energy's street light initiative is taking longer than expected. The funds allocated for this initiative will not be needed until next fiscal year. Staff plans to replenish this account in the next fiscal year's budget in order to finish the street light initiative.

Mr. Bowman recommended Council authorize staff to proceed with full implementation of the Wayfinding Sign Plan.



**...Motion by Councilor Mangum to authorize staff to proceed with full implementation of the Wayfinding Sign Plan. Motion seconded by Mayor Pro Tem Chalk and carried unanimously.**

B. Village Park Commons Vested Rights Extension Request

Senior Planner Jennifer Currin presented an update for the Village Park Commons project. Ms. Currin explained that a request was received by The Widewaters Group, Inc. to extend the Village Park Commons Conditional District for an additional twelve months. The Conditional District rezoning was originally approved in June of 2006. Ms. Currin shared further history of the project and noted that representatives for this project are present and available to answer any questions Council may have.

Michael King, a Partner at K&L Gates located at 4350 Lassiter at North Hills Avenue, Suite 300 Raleigh, spoke on behalf of his client, Brian Long. Mr. King reviewed the project's history, the purpose behind their current request for a 1 year extension, and their plans for the project in the future.

Council shared support for the new master plan that was presented but also shared several concerns for approving this 1 year extension. These concerns included: considerable traffic changes over the last 10 years since the original Traffic Impact Analysis in 2006, the continuation of approximately 30 exceptions that were adopted with the original approval in 2006, and ensuring that the process is transparent and allows for citizen input.

Director of Development for The Widewaters Group, Inc. Brian Long expressed a desire to move forward with the project while it still has momentum rather than starting the rezoning process over again. Mr. Long shared that this project will meet many Knightdale citizens' desires according to the branding study.

Mr. Long and Ms. Currin answered questions from Council.

**...Motion by Councilor Mangum to not extend the provisions for this project and require the developer to submit plans in accordance with the required development process. Motion seconded by Councilor Young and carried unanimously.**

ITEM XI. NEW BUSINESS

A. K-Fest Event

Parks, Recreation, and Cultural Programs Director Tina Cheek presented information about K-Fest, a new event for 2016. K-Fest will partner with local non-profits, education, and community groups in a collaborative

effort to serve the children of Knightdale and Eastern Wake County. This event is a rebranding of the 16+ year "Community Day" event and will take place on September 10, 2016 from 11 a.m. until 8 p.m. at the Knightdale Station Park Amphitheater. There will be performances by local school children, an artist walk, food trucks, inflatables, vendors (local non-profits and community organizations), local performance groups, school supply back-pack giveaways, a food drive, and much more.

Mayor Roberson commented on the importance of this event and that it will help address some of the challenges facing kids in elementary, middle, and high school.

B. Knightdale Business Tour

Development Services Director Chris Hills imparted information about Knightdale's new Business Tour initiative. Members of the Town Council and Town staff have already visited small businesses in the community and plan to visit many more. Positive comments about this initiative have already been shared by the Knightdale Chamber of Commerce.

ITEM XII. OTHER BUSINESS  
None at this time.

ITEM XIII. COMMITTEE REPORTS

A. Planning and Engineering  
No report.

B. Finance

Councilor Mangum presented the monthly financial report noting a format change. Mr. Mangum stated that the Town is on track for its current budget needs and briefly explained the report. One important budgetary item the Town will focus on is the City of Raleigh Merger pay off. It is in the best interest of the Town to pay it off in 2 years while being careful not to over extend.

Councilor Mangum and Mayor Pro Tem Chalk answered questions.

C. Public Safety

Councilor Young reported items from both the Police and Fire Departments.

Police Department:

Current crime trends were discussed highlighting comparison data of Part I and Part II crime statistics from March 2015 and March 2016. The Police Department has an active goal of maintaining Part I crimes below 460 incidents for fiscal year 2016. The current Part I crime report states 310 incidents thus far.

**Fire Department:**

The North Carolina Response Rating Schedule implemented by the Insurance Services Office was discussed further including how the Town will be rated, what factors are evaluated, the current areas of need, and consequences for poor ratings. Staffing levels including fulltime, limited service, and volunteers were discussed noting that Chief Guffey would like to add 4-5 additional volunteers to his roster in order to enhance the municipality's rating. Further information about the rating schedule and how Knightdale compares to other municipalities will be provided to Council members.

Councilor Swan also noted that there are certain standards that the Town must meet, not only to improve the insurance rating but also to be in full compliance with fire regulations.

**D. Nominating**

No report.

**E. Liaison Reports**


No report.

**ITEM XIV. CLOSED SESSION FOR LEGAL OR PERSONNEL MATTERS**

None at this time.

**ITEM XV. ADJOURNMENT**

**...Motion by Councilor Young to adjourn at 9:00 p.m. Motion seconded by Councilor Swan and carried unanimously.**

  
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Mayor James A. Roberson  
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Town Clerk Whitney A. Ledford